DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Room 305 McConnell Center, Dover, NH
Meeting Date:	August 25, 2020
Meeting Time:	**5:00 p.m.**

I. **CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, August 25, 2020 at 5:02 p.m. in Room 305 of the McConnell Center. Present were Bob Carrier, Dennis Shanahan, Sarah Greenshields, Amanda Russell, and Mark Geuther. Matt Severson was excused. Also present were Clerk of the Works Stephanie Cartabona, Business Administrator Mike Limanni, Athletic Director Peter Wotton, Fire Chief Paul Haas, PC Representative Nick Rouleau, DHS Principal Peter Driscoll, DHS CTC Director Samantha Tukey and C&W Manager Mike Brooks. Laura Wernick participated remotely.

II. **CITIZEN'S FORUM:** No one addressed the JBC. Mr. Carrier introduced Ms. Tukey as the new DHS CTC Director.

III. **APPROVE MEETING MINUTES FROM AUGUST 5, 2020:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes as presented. An oral **VOTE PASSED 5/0.**

IV. **APPROVE MANIFESTS:** There were no manifests for approval at this meeting.

V. **REVIEW AND APPROVE CHANGE ORDERS:**

Amanda Russell moved, Dennis Shanahan seconded to approve change order 190375.1 PR-79 Fire Alarm Additional Scope of Work in the amount of a credit of $4,409.00 for shunt trip incomplete work. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve change order 190430 Access for Emergency Generator in the amount of $1,073.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve change order 190431 RFI-Kiln Hood Sprinkler Pendant Obstruction in the amount of $2,352.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Dennis Shanahan to approve change order 190432 Fire Alarm Changes in the amount of $43,729.31. Dennis Shanahan moved, Amanda Russell seconded to amend their motion to change cost to $41,243.94 per changes suggested by Ms. Cartabona. A roll call **VOTE PASSED 5/0.** The largest amount is for the addition of a fire alarm control panel in the principal's office. Chief Haas reviewed the changes. These changes address the modifications needed for acceptance of the building's fire alarm and annunciation systems. There are other items needed to be completed prior to issuance of the final certificate of occupancy, but these are minor and are expected to be addressed shortly. Ms. Cartabona asked that the assessment performed by R.P. Schifiliti Associates (RPSA) be added to the record. Ms. Wernick agreed with the suggestion to record the third-party opinion. Mr. Shanahan commented that the addition of the response is essential to complete the documentation of the suitability of the building's fire alarm system.

Amanda Russell moved, Dennis Shanahan seconded to approve an amount not to exceed $2500.00 for payment to Mr. Schifiliti of RPSA for the remainder of his services. A roll call **VOTE PASSED 5/0.**

VI. WOOD FLOOR FINISH AND ACCEPTANCE: Materials were not available at the time of posting for this meeting, so will be discussed at another meeting. Ms. Cartabona discussed some of the issues. Mr. Wotton expressed his concern for the future of the floor based on future conditions, even though it looks good now. He commented on some of the issues that remain, for example small areas that were not properly finished. The larger concern relates to how the floor will react to lower humidity conditions and whether gaps between some sections will expand to an unacceptable size. Mr. Driscoll agreed with Mr. Wotton and his concern for longevity of the floor. Mr. Shanahan suggested scheduling a visit to the school for the purpose of reviewing the floor's condition by JBC members.

VII. HMFH REQUEST FOR 179D DEDUCTION: Mr. Limanni stated that he has talked with other architects he is familiar with and could not find precedent for this request, although this deduction is being increasingly used. Ms. Wernick stated that this is a tax deduction and an allocation was requested from the JBC to HMFH for the purpose of incentivizing the design and construction of energy efficient facilities. A letter from the JBC would be needed to would approve the allocation of the deduction, then an outside consultant would visit the building and analyze energy savings features in three categories. If they meet their standards, a deduction of $1.80 per square foot would be allowed. All tax savings from the deduction would then be forwarded to the upcoming projects that HMFH would be involved with, allowing future clients to have the best options for energy efficient buildings. Dover cannot take advantage of the deduction since municipalities do not pay Federal taxes, but HMFH can take advantage of it and pass it forward as an investment for the future. They may be able to receive $39,000 up to $100,000. Mr. Limanni asked if there is something that can be provided to Dover in exchange for this request to which Ms. Wernick responded that they have not done this in the past, but she would need to discuss with her partners. She added that HMFH has been working for free for quite a while on this project. Ms. Greenshields felt that a goodwill gesture of a potential donation to one of the school's pre-engineering programs could be appropriate.

Mr. Carrier stated that Mr. Limanni would speak with the City Attorney about this. Mr. Shanahan reminded that this program ends at the end of the calendar year. Ms. Wernick noted that typically this program rolls over to the next year. This will be added to the next agenda for additional discussion.

VIII. INSPECTIONAL SERVICES:

a. **Certificate of Occupancy Status**: Mr. Haas stated there are a few small operational issues left, most with no cost. Ms. Cartabona recommended options for completing issues for electrical issues and will submit a proposal. HVAC testing and balance report completion are also an issue and HMFH feels that they should not be asked to review since the project has been completed. Ms. Cartabona believes that she, PC and HMFH should review items that are still open. She noted that GGD needs to affix their engineering stamp to it prior to inspectional services approval.

b. **Review Fire Alarm Summary Report from RPS:** This item was discussed earlier in the agenda.

IX. LIST OF WORK TO COMPLETE ITEMS DIRECT Y DHS-CLERK OF WORKS:

a. **Round Pen Update:** Ms. Tukey stated that the extent to which it was originally planned, may not be necessary. She will know more when teachers return. There is still a placeholder of $100,000.

Ms. Cartabona stated that courtyard door power was approved up to $10,000 and PC did not charge for that work. It is now functioning as it should. This item can be closed out.

b. **Fence at Bellamy Rd, Baseball Field, Top wall near Auto:** Ms. Russell reminded that there is money in the trust that can go toward the fence. Donations were summarized. RFP will be put out for the fence and dugouts.

c. **Softball Dugouts:** There is a $40,000 placeholder, Ms. Cartabona will pursue getting bids so that the dugouts are ready by the Spring of 2021.

d. **Fume Hood Exhaust Fan Installation for BioMed Classroom**: Work is needed to connect the fume hood to an exhaust system, otherwise the educational value of the hood is limited.

e. **Other Priority Items JBC**

X. FINANCIAL REPORT: Financial reports were summarized by Mr. Limanni. Mr. Shanahan asked if certain columns could be reconciled before the project was closed out. Ms. Cartabona' s time is no longer charged to the JBC. Mr. Limanni stated that there is approximately $194,000 not allocated at this point. Current retainage remaining is $58,942.00. Mr. Shanahan questioned the remaining FFE funds to which Mr. Driscoll responded that he will provide a drop-dead date for use of the funds, after which the remaining funds can be applied to other aspects of the project.

XI. MATTERS OF INTEREST: There were no matters of interest.

XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS: HMFH request for 179D tax deduction allocation, review of the condition of the Gym floor, addition of electrical circuits for fish tank room to eliminate temporary wiring, and Mr. Limanni to update the financial reports.

XIII. ADJOURNMENT: Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 6:39 pm. An oral **VOTE PASSED 5/0.**